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Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220028-2

*Office Memorandum • UNITED STATES GOVERNMENT*

TO : Chief, Management Staff

DATE: 20 September 1954

FROM : Chief, Budget Division

SUBJECT: Machine Tabulation of Data on [REDACTED]

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1. Reference is made to memorandum from [REDACTED] Chairman, Interoffice Telecommunications Committee dated 19 August 1954 to the DD/A, requesting that approval be granted the Office of Collection and Dissemination to perform machine tabulation of [REDACTED] in connection with NSC 169.

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2. It is indicated that the required work cannot be absorbed into existing OCD operations which they are now performing in connection with the Central File and it is proposed that five additional ceiling slots be allocated to OCD together with the necessary financial support of \$18,987. This amount is broken down as follows:

## Personal Services:

4 CAF 4 Card Punch Operators (@ \$3,175)	\$12,700
1 CAF 4 Tab Equipment Operator (@ \$3,175)	<u>3,175</u>
	15,875
Supplies . . . . .	1,000
Equipment. . . . .	<u>2,112</u>
Total Annual Funds. . . . .	\$ 18,987

3. No provision has been made in the FY 1955 or 1956 budget estimates for this requirement. Inasmuch as the cost of this additional requirement, if approved, cannot be absorbed within the present OCD budget, it will be necessary either to increase the OCD allowance from the Director's Reserve or to request the Bureau of the Budget to release funds from the Reserve for Contingencies. It would also be necessary to increase the DD/I ceiling by five slots from the Director's Reserve.

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4. It is recommended that, if the proposal is approved, funds be made available from the Director's Reserve. Such action will be taken if approval is granted unless instructions to the contrary are received.



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